

THE LAGUNA PLAYHOUSE – Grants & Community Outreach Associate



Reports to:	Grants & Community Outreach Manager
Position Status:	Full time, Regular, Non-Exempt
Salary:	\$42,000 or Commensurate with Experience
Benefits:	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
Application:	Cover letter must accompany resume submission

About Us: Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Grants & Community Outreach Associate. Working closely with the Director of Major Giving and reporting to the Grants & Community Outreach Manager, the Associate will be responsible for supporting the agency's development, community relations, and outreach efforts.

About the Position: The Grants and Community Outreach Associate researches and identifies grant prospects that align with Laguna Playhouse's mission and strategic goals. The position also builds and strengthens partnerships with schools, non-profit community organizations, government leaders, and youth service agencies. Additionally, the Associate works to expand initiatives in support of new outreach programs designed to introduce the joy of live theatre to youth and members of the community.

About the Culture: The person most successful in this position is a writer at heart, who gets joy from introducing live theatre to youth and members of the community, and generally helping take the development function of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly!

Qualifications: This is an extraordinary opportunity for a driven leader who understands the impact of the arts on communities.

- Strong verbal, written and interpersonal skills
- Self-motivated, detail oriented, work effectively both within a team and in self-directed situations
- Must maintain positive personal relationships in a broad range of situations
- Able to work under pressure; meet tight deadlines and funding goals; maintain a calm, professional work style
- Competency with computers, the Microsoft Office Suite, and social media
- Experience working with the Tessitura database strongly preferred
- The ability to work flexible hours including weekends and evenings from the office
- Ability to maintain confidentiality

Responsibilities:

- Maintain County contract reporting
- Program tracking and communication with Program Managers and participants for County Contract
- Programmatic & Administrative Items for County Contract as needed
- Work with Leadership staff to develop performance metrics and budgets for grant proposals
- Assist with grant reporting
- Maintain annual grants calendar with deadlines for proposal submission and reports
- Track grants and prepare monthly reports with Grants & Community Outreach Manager
- Outreach to nonprofit organizations, elected officials, and other service providers
- Coordinate group visits and activities at The Laguna Playhouse
- Build and maintain positive relationships with donors and agency partners
- To assist the Development Department with Special Events and Annual Gala
- Other duties as assigned

Physical Requirements of the Position:

- Employee is regularly required to sit or stand for extended periods of time; talk, hear, operate a computer and telephone keyboard
- Close vision requirements for computer work
- Sufficient mobility to meet clients at locations outside of the office
- Able to operate office equipment such as a computer, calculator, and copy machine
- Frequently communicate with clients, partners, volunteers and the public who have inquiries about the organization's mission and services; must be able to exchange accurate information in these situations
- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Grants & Community Outreach Associate Position Application

Cover letter must accompany resume submission

hr@lagunaplayhouse.com